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APRIL 17, 1963

WASHINGTON, D. C.

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PER YOUR VERBAL REQUEST, WE SUBMIT HERewith OUR PROPOSAL FOR A SERVICE AND MAINTENANCE CONTRACT FOR THREE [REDACTED] STEREOCOMPARATORS [REDACTED] THIS PROPOSAL IS PREMISED ON THE FACT THAT THE THREE INSTRUMENTS WILL BE PHYSICALLY LOCATED IN WASHINGTON, D. C.

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1) GENERAL - WE PROPOSE TO HAVE OUR FACTORY TRAINED TECHNICIAN VISIT THE THREE INSTRUMENTS ONCE EVERY THIRTY DAYS FOR THE PURPOSE OF INSPECTING, CLEANING, READJUSTING, CALIBRATING AND OTHER PREVENTIVE MAINTENANCE WHICH MAY BE REQUIRED TO KEEP THE EQUIPMENT IN ACCEPTABLE OPERATING CONDITION. ANY REPAIRS WHICH ARE REQUIRED WILL BE MADE WITH NO CHARGE FOR LABOR, HOWEVER, THIS PROPOSAL DOES NOT INCLUDE THE SUPPLYING OF SPARE OR REPLACEMENT PARTS OF ANY TYPE.

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2) [REDACTED] PERSONNEL - IN ALL CASES WE WILL PROVIDE FACTORY TRAINED TECHNICIANS FOR THE WORK. SPECIFICALLY, WHENEVER POSSIBLE [REDACTED] OF OUR ORGANIZATION WILL BE ASSIGNED TO THIS TASK.

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3) SCHEDULE OF VISITS - IT IS ANTICIPATED THAT THE NORMAL TIME FOR THESE MAINTENANCE VISITS WILL REQUIRE FROM 8 TO 24 MAN HOURS PER MONTH DEPENDING UPON THE CONDITION OF THE EQUIPMENT. [] WILL ARRANGE WITH THE TECHNICAL PERSONNEL OF YOUR ORGANIZATION, ON AN INFORMAL BASIS, THE MOST CONVENIENT TIME FOR THE VISITS. PREFERABLY SUCH APPOINTMENTS WILL BE MADE A WEEK IN ADVANCE OF THE ACTUAL VISIT. IT IS EXPECTED THAT [] PERSONNEL WILL HAVE ACCESS TO THE EQUIPMENT DURING REASONABLE WORKING HOURS. HOWEVER, WE DO RECOGNIZE SPECIAL SITUATIONS AND IT WILL BE OUR INTENT TO COOPERATE WHEREVER POSSIBLE IF THE TIME FOR VISITS IS NOT DURING THE NORMAL WORKING DAY.

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4) EMERGENCY SERVICE - FOUR EMERGENCY SERVICE CALLS WILL BE AVAILABLE TO THE CONTRACT HOLDER THROUGHOUT THE TERM OF THE CONTRACT. FOR THE PURPOSE OF THE CONTRACT, EMERGENCY SERVICE IS DEFINED AS ANY NON-SCHEDULED SERVICE CALLS WHICH ARE TO BE PERFORMED WITHIN ONE 8 HOUR WORKING PERIOD.

5) EQUIPMENT TO BE MAINTAINED AND SERVICED - IN RECOGNITION THAT THE STEREOCOMPARATOR [] ALSO INCLUDES CONSIDERABLE [] COMPONENTRY OF AN ELECTRONIC NATURE PRECLUDES THE RESPONSIBILITY FOR SERVICING SUCH EQUIPMENT. THE CONTRACT REFERS TO THE OPTICAL-MECHANICAL AND ELECTRICAL COMPONENTRY OF THE BASIC STEREOCOMPARATOR AND DOES NOT INCLUDE [] SUPPLIED EQUIPMENT. NEVERTHELESS, IT IS RECOGNIZED THAT [] TECHNICIANS HAVE ACQUIRED A CERTAIN DEGREE OF SKILL IN THE CALIBRATION OF [] UNITS AND DURING THE MAINTENANCE CALLS, AT THE REQUEST OF THE CONTRACTOR'S PERSONNEL, [] TECHNICIANS WILL BE AUTHORIZED TO ATTEMPT CALIBRATION OF THESE UNITS BUT WITHOUT ASSUMING THE RESPONSIBILITY FOR SUCH CALIBRATION.

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6) DURATION OF CONTRACT - THIS PROPOSAL, IF ACCEPTABLE, SHALL BE THE BASIS OF A CONTRACT FOR A PERIOD OF ONE YEAR, EFFECTIVE FROM THE DATE OF THE CONTRACT'S SIGNATURE OR ANY OTHER DATE MUTUALLY AGREED UPON.

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7) COST - THE COST OF THE SERVICES MENTIONED HERE-
IN WILL BE [REDACTED] PER MONTH, INVOICES TO BE TENDERED
AFTER EACH VISIT.

IN VIEW OF THE EXCELLENT PREVIOUS RELATIONS OF A
MAINTENANCE NATURE BETWEEN [REDACTED] STATINTL
[REDACTED] PERSONNEL AND YOUR OWN ORGANIZATION, WE HAVE
ATTEMPTED TO KEEP THE TERMS OF THIS MAINTENANCE PROPOSAL
AS INFORMAL AS POSSIBLE, SPECIFYING ONLY THE BASIC RE-
QUIREMENTS AND RECOGNIZING THAT THE SPIRIT OF THE PROPOSAL
IS OF AN UNDEFINABLE NATURE WHICH CANNOT BE PUT ON PAPER.
WE SUBMIT THIS PROPOSAL AS A BASIS FOR YOUR OWN PROCURE-
MENT PEOPLE TO WORK ON. OF COURSE WE ARE READY TO DISCUSS
ANY MODIFICATION OF THE WORDING OR TERMS TO SECURE THE
LEGAL REQUIREMENTS OF A CONTRACT IF SUCH IS REQUIRED.

WE SHOULD BE PLEASED TO DISCUSS THIS MATTER FURTHER
WITH YOU OR YOUR CONTRACTING PERSONNEL. IN ANY EVENT,
WE CANNOT OVEREMPHASIZE OUR BELIEF IN THE IMPORTANCE OF
PERIODIC MAINTENANCE VISITS FOR THE TYPE OF EQUIPMENT
UNDER CONSIDERATION.

SINCERELY YOURS,

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[REDACTED]

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